



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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To enrich lives through effective and caring service

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

September 11, 2003

To: Each Supervisor

From: Michael J. Henry
Director of Personnel *[Signature]*

Subject: **COUNTYWIDE CLASSIFICATION ACTIONS (ITEM NO. 30,
BOARD AGENDA OF SEPTEMBER 16, 2003)**

This is to provide you with information to implement regarding the Department of Human Resources' (DHR) recommendations for Item No. 30 on the Board's Agenda of September 16, 2003.

Background

In a January 24, 2003 report from Chief Administrative Office (CAO), a recommendation was made to your Board to transfer the HIV Commission operations from the Department of Health Services (DHS) to the Executive Office, Board of Supervisors. Also included was a recommendation to include the staffing for the Commission in the FY 2003-04 budget process. Consistent with the CAO recommendations, your Board approved the FY 2003-04 budget which included nine (9) positions to staff the HIV Commission. On June 30, 2003, the HIV Commission sent a memo to your Board expressing concerns regarding the salary levels of the Executive Director and administrative program staff. The HIV Commission recommended that the Executive Director position be compensated at MAPP Range 12.

DHR Recommendations

At the request of the Executive Office and the HIV Commission, DHR created four (4) new classes to effect the transfer of HIV Commission staff operations to the Executive Office. The classes were established after a thorough review of the responsibilities and duties of positions and an analysis of comparable positions in the DHS and other County departments and commissions.

DHR created the new class of Executive Director, Commission on HIV Health Services at a salary level of MAPP Range 11. The position's major responsibilities are to manage the administrative and support functions necessary to assist the Commission in carrying out the federally mandated planning goals and objectives. The recommended salary level is based on a comparison of the duties and responsibilities of the Executive Director with other County positions at the Range 11 and Range 12 salary levels. In our evaluation of the scope and level of the position's responsibilities and duties, we determined that the Executive Director position is not comparable to other R12 management positions in the County in terms of size of staff, difficulty and complexity of operations.

Similarly, DHR created two (2) levels of administrative staff positions to support the HIV Commission planning and evaluation functions. DHR created the Senior Staff Analyst, Commission Services compensated at salary schedule 90K and the Principal Staff Analyst, Commission Services at schedule 96K. Our review determined that the above salary levels are consistent with the compensation levels of other administrative/program analyst positions performing a similar scope and level of work in DHS both Office of AIDS Program and Policy (OAPP) and other County departments and commissions. The CAO concur in our recommendations.

If you have any questions or comments, please let me know or your staff may contact Susan Toy Stern of my staff at (213) 974-2631.

MJH:STS
AW:cv

c: Chief Administrative Office
County Counsel
Executive Office, Board of Supervisors
Department of Health Services